

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR-0041

ISSUE DATE: May 24, 2016

TITLE: Management Assistant

CLOSING DATE: June 7, 2016

DIVISION/UNIT: Division of Local Government Services

LOCATION: 101 South Broad Street, Trenton, NJ
08625

SALARY RANGE: P18: \$45,053.25 - \$63,537.63

POSITION(S): 1

DISTRIBUTION: Department

DESCRIPTION OF MAJOR DUTIES:

Assist Unit Manager with day-to-day management and administration of the Division's Certification Unit. Responsible for management of Unit when Manager is not available or out of Office. Process applications and fees for certification exams. Prepare exam results letters for Director's/Manager's signature. Order certificates for new licensees. Prepare certificate cover letters. Schedule rooms for exams and meetings of Boards of Examiners. This position will include data entry, reviewing of certification renewal applications and grading exams, ensuring compliance with the laws.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

EXPERIENCE:

One (1) year of experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0041
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be e-mailed to: resume1@dca.nj.gov

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.